



# Maryland State Archives

## Hall of Records Commission Meeting Minutes

November 17, 2020 2:00 p.m.

Via Teleconference

---

### ***Agenda with Details***

#### **Call to Order by Chair**

Attendees:

The Honorable Mary Ellen Barbera, *Chief Judge, Court of Appeals, and Chair of the Hall of Records Commission*

Ms. Catherine Dixon, *designee of the President, St. John's College*

The Honorable William C. "Bill" Ferguson IV, *President of the Senate*

Ms. Shaonda Haynie, *representative of the Department of General Services' Records Management Division*

Dr. Ida Jones, *designee of the President, Morgan State University*

The Honorable Nancy K. Kopp, *Treasurer of Maryland*

Mr. Mark B. Letzer, *President and CEO of the Maryland Center for History and Culture*

Ms. Ellen Robertson, *designee of the Secretary of the Department of General Services*

Ms. Allison Seyler, *representative of the President, Johns Hopkins University*

Ms. Alexandra Walinska, *representative of the Comptroller of Maryland*

#### **Opening Remarks / Special Announcements**

The Chair called the meeting to order at 2:04.

#### **Reports & Minutes of Previous Meetings**

Hall of Records Commission Meeting Minutes, May 8, 2020:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc\\_minutes\\_draft\\_spring2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_minutes_draft_spring2020.pdf)

#### **Special Meetings, Advisory Boards, and Celebratory Events Held**

State Archivist Tim Baker praised staff member Owen Lourie's August 27 presentation on *The Battle of Brooklyn*. He noted that this collaboration with Pratt Library and the Maryland Four Centuries project was the first time the Archives had participated collaboratively and virtually with the Four Centuries project in a lecture series that calls attention to planning efforts for

Maryland's 400th anniversary observance. Mr. Baker thanked the Pratt Library for their technical and outreach support, which resulted in over 500 attendees being able to participate in the lecture.

Mr. Baker noted that the September 16 meeting of the Maryland Lynching Truth and Reconciliation Commission featured a panel moderated by Legacy of Slavery Director Chris Haley. A recording of the meeting will soon be available on the MSA website.

The Chair moved that the Minutes be approved and the special meetings of the Commission recognized. The motion was unanimously approved.

### **Records Retention & Disposal**

Ms. Kathryn Baringer reported that eight retention schedules were received from county agencies since the last meeting of the Hall of Records Commission. The Archives also received 140 disposal certificates, with 117 certificates filed digitally.

Ms. Dixon moved to approve the records retention schedules and disposal schedules, seconded by Treasurer Kopp. The motion was unanimously approved.

### **State Archivist's Report**

#### **Chronology of staff activities since the last meeting:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc\\_chronology\\_fall\\_2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_chronology_fall_2020.pdf)

#### **Four Rivers Heritage Awards**

Deputy State Archivist Elaine Rice Bachmann reported that the Archives received three Heritage Awards from Four Rivers Heritage Area of Annapolis this year.

The Celebration of Harriet Tubman and Frederick Douglass, held at the Maryland State House on February 15, has been awarded the **Heritage Partnership Award**. Ms. Rice Bachmann thanked Midshipman volunteers from the United States Naval Academy, the Maryland Commission on African American History and Culture; the National Underground Railroad Network to Freedom (National Park Service); and Four Rivers Heritage Area for their participation and support. Funding for speakers' honoraria was provided by the Friends of the Maryland State Archives.

The Archives latest publication, *The Maryland State House: 250 Years of History*, principally authored by Mimi Calver with design by Michele Danoff, has won the **Heritage Tourism Product Award**.

Ms. Rice Bachmann noted that Mimi Calver has also been recognized as **Heritage Professional of the Year** for her nearly forty years of service in state government.

## **COVID-19 Reponse - Pivoting Services to Meet the Moment**

Mr. Baker highlighted the Archives' commitment during the COVID-19 pandemic to fulfilling the vital mission of making records available to the public.

Emily Oland Squires discussed the Archives' on-going agency-wide efforts to provide timely customer service over the past eight months, highlighting the work of each department in ensuring that patrons received, not simply baseline service, but excellent support in meeting their document and research needs. Ms. Oland Squires also emphasized the safety policies and procedures set in place to protect staff and patrons which allow staff to fulfill 100% of patrons' legal needs remotely.

The Chair thanked Ms. Oland Squires for her thorough and impressive report to the Commission.

## **Legislative Initiatives**

### **The 2021 Legislative Session**

Mr. Baker reported that the Archives is proposing just one piece of State legislation for the 2021 Session. The proposal repeals the section of the General Provisions Article establishing "*Maryland! My Maryland!*" as the state song.

### **City Code Revision Bill and Status**

Mr. Baker thanked Dr. Robert Schoberlein, Acting Baltimore City Archivist; Avery Eisenstark, Director of Baltimore City Department of Legislative Reference; and Tony Roberts, City Records Manager, for their work on a records management bill which purges the out-of-date portions of the current City Code. Mr. Baker reported that Mayor Young endorsed the bill on October 27. [https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc\\_cb20\\_0496\\_fall2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_cb20_0496_fall2020.pdf)

## **Digital Acquisition, Processing, & Publications**

Corey Lewis reported on digitization efforts which allow patrons and staff to access many of the Archives' holdings remotely during the COVID-19 health emergency.

### **New Record Series Online**

As part of the Archives' goal to provide public access to its records, various record series that were already electronically available internally at the Archives, or were often requested by visiting patrons in the public search room, have been systematically placed online in a pdf format. Indexes that had already been scanned and were available for viewing in the search room were reviewed, followed by record series that have value for genealogical research. In addition, collections that are regularly accessed by Archives' staff have been digitized to increase the ease of completing research requests by teleworking staff. As of the end of October, 135 record series, comprising 5,285 PDFs, have been placed online. As these series are made available for public access they are added to a new section of the Archives'

homepage called, "What's New Online," which is updated on a weekly basis. The link to this information can be found at:

<https://msa.maryland.gov/msa/homepage/html/whats-new.html>

### **Department of Legislative Services Digitization Project Update**

Mr. Lewis reported on a digitization project for the Department of Legislative Services (DLS). The goal of the project was to digitize all Legislative History Files from 1976 through 1999. As of the end of October, all years from microfilm have been scanned and years 1992-1996 have been delivered to the DLS as text-searchable pdfs at the bill/resolution level. In addition, bills/resolutions from 1976 through 1982 have been scanned from the original paper source and 1976 through 1981 have been delivered to DLS as well. The files from 1982 and 1997 are expected to be delivered soon. The Archives is currently working on completing the scanning of the 1983-1984 files and processing microfilm images from 1998. Mr. Baker emphasized the Archives' willingness to work with DLS on future projects, such as providing storage and curatorial assistance.

### **Research, Education, Outreach, and Reference Services**

#### **Maryland Lynching Truth and Reconciliation Commission**

Mr. Baker noted that Maya Davis and Chris Haley could not attend this meeting of the Hall of Records Commission as they were participating in a discussion sponsored by the Civil Rights and Restorative Justice Project at Northeastern University. Mr. Baker reported that the Office of the Attorney General, a partner on the Commission, was awarded a \$300,000 grant to support the work of the Maryland Lynching Truth and Reconciliation Commission.

### **Special Collections & Conservation**

#### **Community Collections and Outreach**

Megan Craynon reported on collaboration efforts in community collections and outreach. Two years ago staff met with representatives of the Governor's Office of Community Initiatives to discuss the ways in which the Archives could further collect community histories, with an emphasis on collaboration with the ethnic commissions. The fruits of that discussion include the following staff activities:

Corey Lewis has cultivated potential community partnerships with groups such as the Wiley H. Bates Legacy Center, Blacks of the Chesapeake, the East Baltimore Historical Library, LINKS, and several churches. The Archives has worked extensively with Vince Leggett, founder of the Blacks of the Chesapeake project, on the description and management of this valuable collection.

An important outgrowth of the Archives' commitment to working with communities has been a project to locate Native American records at the Archives. This summer, Special Collections archivists teamed with Maya Davis from the Reference & Research Department and a graduate intern to extract Native American proper names and geographical records from the Proceedings of the Governor and Council. The Archives' contact with the Governor's Office of Community Initiatives is encouraging project staff to present at the upcoming meeting of the Maryland Commission on Indian Affairs.

Maria Day is currently working with several photographers who were involved in demonstrations in support of the Black Lives Matter movement as well as the designer of a new public artwork that has been installed in downtown Chestertown.

### **Special Collections Processing and Cataloging Manual**

Ms. Craynon reported that she, with the assistance of interns from the University of Maryland's iSchool, has been developing a Processing and Cataloging Procedures Manual for the Special Collections Department. The manual will provide guidance to staff, interns, and volunteers on handling and describing Special Collections consistently across Archives' holdings in conformity with widely recognized professional archival standards.

### **Maryland State Archives Staff Update**

Ms. Rice Bachmann updated the Commission on recent and upcoming staff retirements. Reginald C. Shorter, Deputy Chief Information Officer, retired on October 31. Crystal Stewart, agency procurement officer, will retire at the end of November. Ann J. Baker, Associate Editor of the *Maryland Manual On-Line*, is retiring in the coming months.

### **Recent Gifts, Deposits, & Acquisitions**

Ms. Rice Bachmann invited Commission members to review the reports on materials and collections received since the last Hall of Records Commission meeting:

Records Received:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc\\_records\\_received\\_fall2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_records_received_fall2020.pdf)

Special Collections:

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc\\_special\\_collections\\_report\\_fall2020.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000052/hrc_special_collections_report_fall2020.pdf)

Government Reports and Publications Accessions:

[https://msa.maryland.gov/msa/refserv/govpub/egovpubs\\_accessions/egovpubs\\_accessions.html](https://msa.maryland.gov/msa/refserv/govpub/egovpubs_accessions/egovpubs_accessions.html)

Library Accessions:

<https://msa.maryland.gov/msa/refserv/library/accessions/html/accessions.html>

### **New Acquisition: 808th Pioneer Infantry Photograph**

Maria Day discussed the acquisition and conservation of a panoramic photograph documenting African-American soldiers who served in World War I. As more is learned about the biographies of these men their stories will be included as part of the educational publications relating to the Maryland Battle Flag Collection ([MSA SC 1560](#)). Ms. Rice Bachmann noted the important role of the Friends of the Maryland State Archives in facilitating such acquisitions.

Ms. Rice Bachmann recognized the generosity of the late Lillian Hackerman and her husband Willard in donating to the Friends through their foundation, making possible the acquisition of such treasures as Washington's original resignation speech.

Ms. Rice Bachmann also shared images of the Archives' library at the Rolling Run facility, which has been populated by the donation of personal libraries. Donors include Burt Kummerow, former head of the Maryland Historical Society, and the late Will Mumford, a prolific collector of Anne Arundel history.

Mr. Letzer expressed his interest in having the Maryland Center for History and Culture contribute material to the library's collection.

Treasurer Kopp moved to approve a resolution of appreciation for all recent gifts and acquisitions. The motion was seconded by Mr. Letzer and the motion was carried unanimously.

The Chair thanked Megan Craynon, Corey Lewis, Emily Oland Squires, Maria Day, and Elaine Rice Bachmann for their presentations to the Commission, and commended the staff of the Maryland State Archives for their continued hard work during the difficult circumstances engendered by the COVID pandemic.

**Old Business-** No old business

**New Business-** No new business

**Next meeting-** Upon the call of the Chair.

**Adjournment-** Treasurer Kopp moved to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 3:11 pm..

---

Mr. Timothy D. Baker  
State Archivist and Commissioner of Land Patents  
Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401  
(410) 260-6402 - email: [tim.baker@maryland.gov](mailto:tim.baker@maryland.gov)  
© Copyright [Maryland State Archives](#)